

FINANCE COMMITTEE MINUTES

February 17, 2010

The City Council Finance Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 5:30 p.m. in the Municipal Building Study Session Room on the 17th day of February, 2010, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Members Dillingham, Ezzell, Quinn, and Chair
Cubberley

ABSENT: None

OTHERS PRESENT: Al Atkins, Council Member
James Griffith, Council Member
Steve Lewis, City Manager
Anthony Francisco, Finance Director
Suzanne Krohmer, Budget Manager
Jud Foster, Parks & Recreation Director
Jennifer Heavner Baker, Executive Director, Sooner
Theatre
Andy Paden, President, Sooner Theatre Board
Nicki Kraisky, Business Manager, Sooner Theatre
Charles Hollingsworth, Co-Chair, 89er Day Parade
Teresa Capps, Social & Voluntary Services
Carol Coles, Administrative Assistant
Heidi Smith, Social & Voluntary Services
Peggy Ellis, Social & Voluntary Services
Debra Levy Martinelli, Performing Arts
Kathleen Wilson, Executive Director, Aging Services,
Inc., Kiwanis Kruiser
Vernon Maddux, President, Cleveland County Historical
Society
Sue Schrems, Treasurer, Cleveland County Historical
Society
Katie Fitzgerald, Executive Director, CCFI
Douglas Shaw Elder, Executive Director, Firehouse Art
Center
Janet Schmid, Director, Little River Zoo
Stephen Koranda, Executive Director, Norman
Convention & Visitors Board
Joe Sparks, President of Board, Restaurant Association

DISCUSSION REGARDING REQUESTS FOR FUNDING FROM THE FOLLOWING OUTSIDE AGENCIES FOR FYE 11:

Sooner Theatre

Jennifer Heavner Baker, Executive Director, presented and reviewed submitted report. Sooner Theatre is requesting \$72,527 for FYE 2011 – amount currently given by the City.

Items submitted for the record

1. The Sooner Theatre of Norman, Inc. Financial Report dated February 8, 2010

Great American West / 89er Day Parade

Charles Hollingsworth, Co-Chair, 89er Day Parade presented and reviewed report. Parade Committee is requesting \$5,000 contribution for FYE 2011 – amount currently given by the City.

Items submitted for the record

1. Letter to Mayor Rosenthal from Charles Hollingsworth, Co-Chair, dated February 17, 2010

Social & Voluntary Services Council

Carol Coles and Teresa Capps presented and reviewed report. Social & Voluntary Services requesting \$125,000 for FYE 2011 – amount currently given by the City.

Items submitted for the record

1. Letter to Finance Committee from Carol Coles, Staff Liaison, Social & Voluntary Services dated January 20, 2010

Performing Arts Studio

- Debra Levy Martinelli, Executive Director, presented and reviewed report. Performing Arts Studio is requesting \$3,000 for FYE 2011 - amount currently given by the City.

Items submitted for the record

- 1 Report to Finance Committee from Debra Levy Martinelli, Executive Director, Performing Arts Studio dated February 8, 2010

Kiwanis Kruiser - Aging Services

Kathleen Wilson, Executive Director, presented for Aging Services and reviewed report. Aging Services is requesting \$10,500 for FYE 2011 – amount currently given by City.

Items submitted for the record

1. FY10 Annual Report from Kathleen Wilson, Executive Director, Aging Services, Inc.

Cleveland County Historical Society

Vernon Maddux, President, Sue Schrems, Treasurer, presented and reviewed the report. The Society is requesting \$45,000 for FYE 2011 – \$10,000 more than currently given by the City.

Jud Foster gave update on Historical House improvements – exterior woodwork – need one more quote, start in March to work on windows, exterior paint and then interior plastic work. He said there would be approximately \$110,000 in projects in FYE 10, and \$118,000 in FYE 11-12 for additional plaster and interior work. Society has requested a handi-capped ramp project – a contractor has offered to design the plans.

Cubberley – Council is looking at stand-still budget or a 3% - 5% cut in outside agency funding.

Dillingham – Society needs to come up with a 5-year strategic plan.

Items submitted for the record

1. Cleveland County Historical Society Annual Report dated February 17, 2010

Center for Children and Families (CCFI)

Katie Fitzgerald, Executive Director, presented and reviewed report. CCFI is requesting \$90,000 for FYE 2011 – amount currently given by the City.

Dillingham – Council increased funding in FYE 08 by \$40,000 and has continued the \$90,000 since.

CCFI will review revenue streams and sources and hopefully won't have to continue to ask for \$90,000 from City.

Items submitted for the record

1. Center for Children & Families, Inc. - Neighborhood Centers Financial Report for year ended December 31, 2009

Firehouse Art Center, Inc.

Douglas Shaw Elder, Executive Director, presented and reviewed report. Firehouse Art Center is requesting \$60,000 for FYE 2011 – amount currently given by the City.

Items submitted for the record

1. Firehouse Art Center 2010 Annual Report and Financial Statement

Little River Zoo

Janet Schmid, Director, presented and reviewed report. Little River Zoo is requesting \$8,000 for FYE 2011- amount currently given by City.

Items submitted for the record

1. Letter to City Manager from Little River Zoo Director and Board of Directors dated February 14, 2010

DISCUSSION REGARDING REQUEST FROM NORMAN CONVENTION & VISITORS BUREAU FOR ADDITIONAL FUNDING FOR TECHNOLOGY, BRANDING, AND SPORTS MARKETING

Stephen Koranda, Executive Director, presented and reviewed request. NCVB is requesting \$122,745 from Room Tax Fund reserves in the amount of \$52,745 for technology, \$50,000 for branding, and \$20,000 for sports marketing.

- now have 2 people dedicated to sales and a Media Director
- new marketing initiatives – mass mailing
- need Customer Relation Management software

Cubberley – bring NCVB request forward to Council meeting as soon as possible.

Items submitted for the record

- 1 Memo to Anthony Francisco, Steve Lewis, and Doug Cubberley from Stephen Koranda, Executive Director, NCVB dated January 27, 2010, Funding Request

Cubberley - City has received three new requests for funding: Mary Abbott Children's House, Second Chance, and Transportation/ Railroad/Performing Arts.

Ezzell – Cleveland County Historical Museum – have they asked Cleveland County for assistance?

Dillingham – addressed lack of strategic planning by Museum Board and lack of County funding for Museum - ask Sarkey's.

Dillingham – VOCA grants (Victim of Crimes Association) – would like to have Mary Abbott Children's House request amount.

Discuss the 3 new agency funding requests in March Finance Committee meeting.

Cubberley – No additions, recommend flat budget for agencies.

Quinn – Think about 4% cut across the board for agencies.

Cubberley – Little River Zoo is not a social service, was a one-time request.

Council members will approach County Commissioners on Cleveland County Historical Museum funding.

DISCUSSION REGARDING THE FYE 2010 REVENUE AND EXPENDITURE PROJECTIONS INCLUDING THE MONTHLY REVENUE AND EXPENDITURE REPORT.

Question was raised regarding Norman Regional Hospital bond rating status

Items submitted for the record

1. Summary of Major Funds-General; Capital; Westwood; Water; Wastewater; Sewer Maintenance; New Development Excise; Sewer Sales Tax; and Sanitation Fund Revenue Sources vs. Budget, Financial Report as of January 31, 2010

DISCUSSION REGARDING REPORT ON OPEN POSITIONS

- Forester – diseased tree project on hold – will contract to keep
- Tree City Designation – need Forester position (may allow part-time contract)
- County Extension Center assistance

Items submitted for the record

1. City of Norman/Human Resources Department Recruitment and Selection Report dated January 9, 2010

The meeting adjourned at 7:32 p.m.